



City of Des Moines, Washington

## JOB DESCRIPTION



### MARINA ENVIRONMENTAL & OPERATIONS SPECIALIST

Regular, Full-time

**Salary Grade:** T-16

**FLSA Status:** Overtime Eligible

**Union Status:** Teamsters Local 763

**EEO Category:** Service-Maintenance

#### Nature of Work

Under the general direction of the Assistant Harbormaster, this position performs environmental, operational, service and maintenance duties at the City of Des Moines Marina. This position is primarily responsible for ensuring that the Marina is in compliance with all state and federal environmental regulations, and monitoring and maintaining the fuel delivery system and associated records and keeping all operating permits current. Performs tenant services and accounting duties such as ensuring compliance with marina rules and regulations, slip inventories, electrical meter readings and inspections, and monitoring and maintaining the Marina's hazardous materials collection program. The majority of work is performed outdoors, and the position requires working varying shifts, weekends and holidays.

#### Essential Functions

- Monitor the Marina fuel system and refer any maintenance needs to the Maintenance Supervisor or the IT Department
- Maintain maintenance logs, record weekly VeederRoot test results, and maintain a record of fuel sales volume.
- Schedule annual inspections with State and Federal Regulatory agencies and ensure that the Marina is in compliance at all times.
- Ensure that all spills are reported properly and maintain a log of spill reports
- Responsible for training all staff including seasonal workers in the proper spill reporting procedures.
- Responsible for training all staff including seasonal workers in the safe operation of the fuel dock
- Monitors the Marina's hazardous waste collection program and maintains the collection logs.
- Responsible for regular slip inventories
- Primary responsibility for ensuring that all tenants, customers and users of the Marina comply with the Rules and Regulations of the Des Moines Marina, including over-length measurements.
- Responsible for recording and reporting the tenant electricity meters on a monthly basis.
- Repairs and maintains buildings, floats, docks, gates, fences, grounds, and other Marina structures using basic carpentry, welding, painting, plumbing, electrical and cleaning skills as required.
- Utilizes machinery, mechanical and cleaning skills to maintain Marina equipment in good condition.

- Resolves service delivery problems with tenants and customers. Refers unresolved issues or unsatisfied customers to Harbor Leads, Marina Managers, or Harbormaster.
- Conducts daily dock and area inspection.
- Reports all discrepancies, violations, criminal activity, property damage, and injuries to the Assistant Harbormaster or the Harbormaster.
- Assists in training and supervision of seasonal Harbor Aides.
- Delivers and sells fuel, oil, and supplies to boaters.
- Assigns spaces and collects fees for overnight moorage.
- Uses the sling launchers to launch boats.
- Assists boat owners and tenants of the Marina on security and safety of their boats by advising them of proper precautions.
- Directs customer complaints or suggestions to the Harbormaster as appropriate.
- Performs routine maintenance duties such as cleaning restrooms and parking lot and maintaining supplies.
- Boards boats of tenants and guests as necessary to effect safety and integrity of boats.
- Operates boat pump in the event of a vessel taking on water.
- Maintains Marina shop in a clean, safe and orderly manner.
- Maintains good working relationship and communication with supervisors, co-workers, and the general public.
- Responds to emergencies, acts as on-site supervisor of fuel spills, and sinking boats.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Ability to deal with the public calmly, confidently, and politely.
- Ability to supervise and train others when necessary.
- Ability to respond quickly in emergencies.
- Versatility in maintenance skills.
- Positive attitude.
- Basic carpentry, plumbing, electrical, masonry, welding, painting, and mechanical repair techniques.
- Work hazards and applicable safety precautions and laws.
- Basic computer operation and software applications such as Microsoft Word and Excel.
- Accurately handle cash.
- Prepare shift reports.

### **Education and Experience Requirements**

- High school diploma or GED equivalent; and
- Five years of Marina customer service experience, at least three of which include marina operations and/or maintenance duties, required.
- Vocational school or technical training in maintenance and repair or construction trade preferred.

## Special Requirements

- Five years of Marina customer service experience.
- Petro Card Class A Operator Certification.
- 25-Ton Travel Lift Certification.
- Successful completion of a pre-employment background and criminal history check.
- Possession of a satisfactory driving record, and ability to maintain throughout employment.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card, and ability to maintain throughout employment
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.
- Position may require a Class A Commercial Driver's License (CDL) or a CDL Learner's Permit (employees hired with a CDL Learner's Permit must obtain the full CDL within six months of hire date); pre-employment, random, and post-accident drug and alcohol testing are required for such positions.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

## Working Conditions and Physical Abilities

- Continuous standing, talking, walking, use of hands and feet, reaching, feeling, grasping, hearing, and handling. Frequent climbing, crouching, kneeling, lifting of 50 pounds, bending, fingering, and stooping. Occasional sitting and crawling.

## Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

## General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.